



Job Announcement

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Opening Date:	December 11, 2014	Closing Date:	December 29, 2014
Job Title:	Criminal Assistant	Position Type:	Temporary Full Time
PIN:	807008	FLSA Status:	Non-Exempt
Location:	Circuit Court for Cecil County Elkton, Maryland	Salary:	J06 \$14.46 - \$17.13 (No State Benefits)

Financial Disclosure: No

Essential Functions: The Criminal Assistant acts as a liaison to collect information from court personnel, attorneys, plaintiffs, and defendants. Receives, examines and records documents. Creates new cases to include: New criminal cases, jury prayers, indictments/ informations and non-support criminal cases. Dockets hearing information and issues bench warrants. Assists customers on the phone and at the counter. Processes invoices, files, enters services and processes bail bonds. Uses Microsoft Word, Word Perfect and Outlook to complete processes. Performs other essential functions as assigned.

Education: High School Diploma or GED.

Experience: Minimum of one year of related experience.

Preferred: Previous legal experience.

Skills/Abilities: Ability to communicate in an effective, patient, tactful manner with customers and co-workers. Knowledge of legal terminology, basic grammar, spelling and punctuation. Ability to communicate tactfully and professionally; Ability to serve the public and others in a courteous and professional manner; Ability to interact with the public; Ability to research issues and present findings in a clear and concise manner; Ability to exercise tact and understanding in stressful situations; Ability to use computer, copier, fax, and other office equipment; Ability to complete alpha and numeric filing; Ability to perform basic math functions; Ability to prioritize, plan and organize work; Ability to manage multiple tasks; Ability to be flexible in workload changes; Ability to type at 35 wpm. Ability to perform the essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) . Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications or resumes sent to any other address.

Circuit Court for Cecil County
ATTN: Derrick Lowe, Clerk of Court
129 East Main St., Room 108
Elkton, MD 21921-5971

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.